***For office use only***

Ref No Recd

**Nick Mathison MLA**

****

##### Application Form

**----------------------**

**Completed forms should be returned by email to:**

nick.mathison@mla.niassembly.gov.uk

**With the subject line clearly marked ‘Nick Mathison MLA Application for Policy & Communications Officer Post’**

**Applications must be received by 5pm on Thursday 15th August 2024.**

**Applications received after this time will not be considered**

**Interviews for successful applicants are expected to take place on Thursday 22nd August 2024**

|  |
| --- |
|  |

**1. Personal Details**

 Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Forename(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name usually known by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 communication

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Permanent address

 (if different from above) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have a disability and require arrangements to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Secondary-Level Educational Qualifications**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level (A-level, GCSE etc)** | **Grade achieved** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. University or other further education**

 If you have attended university or college, please provide details as follows:

 **First degree (or other third level qualification)**

|  |  |  |  |
| --- | --- | --- | --- |
| University or college | Type of degree, diploma or certificate including class and division  |  Subject | Date awarded/expected |
|  |  |  |  |
|  |  |  |  |

 **Postgraduate qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| University or college | Type of degree, diploma or certificate including class and division  |  Subject | Date awarded/expected |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Personal / career development**

Please provide details of courses attended, accreditations received, memberships of professional bodies and any voluntary work undertaken that you believe may be relevant to your application for employment

**5. Career History**

 Please detail below all your employment/self-employment relevant to your application. **Start with your present/most recent employment.** Show the name of the employer (or name of company, if self-employed), job title, main duties and responsibilities and dates of employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of present / most recent Employer** | **Job Title****Grade/Position** | **From** | **To** | **Reason for leaving** |
|  |  | Month | Year | Month | Year |  |
|  |  |  |  |  |  |  |

 **Main Duties and Responsibilities in your current / most recent role**

|  |
| --- |
|   |
|
|

**Previous Work Experience** (Please list your previous posts beginning with the most recent.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Employer** | **Job title and main responsibilities** | **Reason for leaving** | **From** | **To** |
|  |  |  | Month | Year | Month | Year |
|  |  |  |  |  |  |  |

(Continue on a separate sheet if necessary)

**6. Referees**

May we approach your present/most recent employer for a reference if we are considering you for appointment? (note approaches will not be made to current employers prior to the issue of an offer of employment, subject to receipt of satisfactory references)

 Yes□ No □

 If you answered “no”, please give the reason:-

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title of person from whom current / most recent employer’s reference should be sought:-

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please supply details of an additional referee. This should either be a former employer / manager or any other appropriate person who could comment on your suitability for the post (and are not members of your family):**

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relationship to you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Criminal Convictions**

 Have you ever been convicted of a criminal offence or are there any charges outstanding?

 Yes□ No □

If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order 1978.

**8. Do you have the right to work in the UK?**

 Yes□ No □

 Note: the employer may require proof of this right before an offer of employment can be

 confirmed

**9. Health Declaration**

Under provisions in the Disability Discrimination Act 1995, employers must ensure that employment practices are not discriminatory and that reasonable adjustments are made to the workplace to overcome the effects of disability. In order to help us in this process, applicants must provide the following information, but in doing so should also be aware that answering “yes” to any of the following questions does not exclude them from the competition but may require them to provide further information.

|  |
| --- |
| 1. Do you have any medical condition or disability which: (a) may prevent your regular attendance at work, or your ability to give effective service over a period of up to one year? Yes No  If yes, please give details: (b) may have a health and safety implication for carrying out the job for which you are being considered, eg fits, fainting attacks, blackouts or epilepsy? Yes No   If yes, please give details:2. Have you been retired on medical grounds from employment? Yes No  If yes, please give details:3. Do you have any medical condition or disability which you would like the employer to take into account when considering your application? Yes No   If yes, please give details: |

The remainder of this form is your opportunity to set out how you meet the essential and where applicable, desirable criteria for this post.

**Only those applicants who clearly demonstrate how they meet the essential criteria will be short-listed for interview**. The employer reserves the right to shortlist on the essential criteria only or on the essential and desirable criteria as identified in the Person Specification as appropriate.

If necessary, you may attach an additional sheet where there is insufficient space in the boxes provided. If attaching a continuation sheet, please clearly mark on the continuation sheet the section number to which the continuation sheet refers. Please limit your answers to one continuation sheet per section below.

**10**. Qualifications

**Essential criteria**

* Educated to degree level **OR** able to demonstrate 1 years paid experience in a policy-based role
* Excellent working knowledge of all Microsoft Office packages

**Desirable criteria**

* Degree in relevant subject

Please set out how your qualifications meet the specification for this post. Please be as specific as possible when providing examples.

**11**. Knowledge & Experience

**Essential criteria**

* Working knowledge of Northern Irish political system
* Experience of writing policy or research briefings
* Experience of stakeholder engagement

**Desirable criteria**

* Knowledge of legislation and policy related to NI education system
* Understanding of NI Assembly processes and procedures
* Experience of producing social media content and / or drafting press releases
* Experience of using video editing software

Please set out how your knowledge and experience meet the specification for this post. Please be as specific as possible when providing examples with dates where appropriate.

12. Skills

Essential criteria

* Excellent verbal communication skills
* Excellent written communication skills with ability to adapt style to various contexts
* Ability to manage workload based on changing priorities
* Excellent organisational skills
* Ability to work proactively on own initiative
* Committed team player
* Understanding of Alliance Party aims and objectives

**Desirable criteria**

* Experience of diary management for an individual or team

Please set out below how you have the skills required to undertake the duties of the post. Please be as specific as possible when providing examples with dates where appropriate

13. Other

Desirable criteria:

* Available for a start in 1st or second week of September

 Please set out below how you meet the criteria listed above. Please be as specific as possible when providing examples with dates where appropriate

14. With specific reference to the job description, please provide any additional information in relation to your suitability for the post that you wish to give in support of your application

**15. Data Protection statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in the Data Protection Act.

**16. Declaration**

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_